

Office of the Attorney General
Human Resources
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Job Posting

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Licensing Enforcement & Homeowner Protection Unit Investigator Consumer Protection Division

Principal Duties

The Attorney General's Office Licensing Enforcement & Homeowner Protection Unit (LE/HPU) Investigator is responsible for collecting documents, records, data and evidence from available sources, for the purpose of investigating and prosecuting licensing violations as well as real estate fraud, predatory lending, and homeowner protection cases for the State of Indiana. The LE/HPU Investigator is also responsible for meeting with homeowners to analyze eligibility for loss mitigation options and facilitate with the lenders. Some travel, including occasional overnight travel is required, as is the need to be flexible. The investigator must:

- Identify, collect, and prepare evidentiary materials in support of the investigation and prosecution of licensing violations as well as real estate, real estate appraisal, predatory lending, and mortgage lending fraud cases, at the direction of the assigned attorney.
- Conduct investigations and submit investigative summaries that are concise, detailed, clear and timely.
- Effectively and efficiently utilize available resources in the collection of evidence.
- Testify in disciplinary hearings and other administrative and judicial proceedings as necessary.
- Ensure that lenders have complied with all applicable laws and agreements when making the eligibility determination concerning loss mitigation options. Meet individually with homeowners to examine credit, income/expenses, assets/liabilities, and facilitate communication with lenders.

- Perform other duties as assigned by the Supervising Deputy Attorney General.

Qualifications

To perform the job successfully, the qualified candidate must possess strong written and oral communication skills, proven case management skills, analytical skills, problem-solving skills, and technical and computer knowledge. The qualified candidate must be trustworthy, organized and highly motivated. The qualified candidate must display tact, respect and ethical conduct in all aspects of the job, including observing the need for confidentiality.

The qualified candidate must have a strong background in law-enforcement investigations, licensing investigations, financial investigations, or in critical aspect of the real estate business, such as real estate transactions, real estate appraisals, mortgage lending, for example.

The qualified candidate must have a four-year degree from an accredited college or university degree in criminal justice or business-related field, licensed real estate appraiser strongly preferred, or a minimum of four years law-enforcement, investigations, or real-estate experience, or possess the equivalent of college and law-enforcement, investigations, or real-estate experience at a rate of one year of college to one year of law-enforcement, investigations, or real-estate appraisal experience.

The qualified candidate must pass a thorough background investigation and possess a valid Indiana driver's license.